



DEPARTMENTAL PROMOTIONAL EXAMINATION



GENERAL AUDITOR III (9AG01)

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THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITION DESCRIPTION

Under the direction of the Audit Branch Manager, the General Auditor III acts as a senior leader who, with limited supervision, performs the more complex elements of the financial compliance audits related to the various California Department of Aging programs. This requires a high level of independence and a thorough knowledge of applicable laws, regulations, policies, and procedures. The General Auditor III shall have knowledge of, but not limited to, Generally Accepted Government Auditing Standards and Generally Accepted Accounting Principles and the ability to apply such principles. The General Auditor III is expected to have excellent verbal and written communication skills.

SALARY RANGE

\$5,223 - \$6,868 per month

WHO SHOULD APPLY

This is a departmental promotional examination for the California Department of Aging (CDA). Competition is limited to individuals who meet the minimum qualifications and meet one of the following criteria:

1. Applicants must have a permanent civil service appointment with the California Department of Aging as of the final filing date in order to participate in this examination. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

For applicants under items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete. If applicable, submit a copy of the DD214 or other official discharge documents.

FINAL FILING DATE

March 18, 2019 by 5 pm

ELIGIBLE LIST INFORMATION

A Departmental promotional eligible list will be established for the California Department of Aging. Eligibility expires 12 months after it is established unless the needs of the services and conditions of CDA's list warrant a change in this period.

FILING INSTRUCTIONS

To apply for this examination, submit a completed Examination Application (STD. 678) **POSTMARKED** no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason. Applications not sent through the U.S. Postal Service (i.e., hand carried to the Human Resources Section; faxed or electronically submitted) must be **RECEIVED BY 5 PM ON THE FINAL FILING DATE**. Examination Applications, STD. 678, are available and must be filed with:

California Department of Aging
Attention: Annette Roberts, Human Resources Section
1300 National Drive, Suite 200
Sacramento, CA 95834
Annette.roberts@Aging.ca.gov (File by email)

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Note: All applicants must meet the education and/or experience requirements for this examination by the written test date. All Examination Applications (STD. 678) and resumes must include "to" and "from" employment dates (month/day/year), time base, and civil service class titles. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Pattern "I" or "II". For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing the duties of a professional accounting or auditing class equivalent in level to General Auditor II.

Or II

Experience: Three years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to conducting a variety of audits or financial examinations. **and**

Education: *Either:*

1. Equivalent to graduation from college, with specialization in accounting.

or

2. Completion of either:
 - a) A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy including courses in elementary and advanced accounting, auditing, cost accounting and business law; or
 - b) The equivalent of sixteen semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

SPECIAL TESTING ARRANGEMENTS

If you need special testing arrangements, please complete Question 2 on Page 1 of the Examination Application (STD 678). You will be contacted to make specific arrangements. If necessary, candidates may use the California Relay Service access number, TDD: 1-800-735-2929.

**REQUIRED
IDENTIFICATION**

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

**EXAMINATION
INFORMATION**

This examination will utilize an evaluation of each candidate's education and experience compared to a standard developed from the class specification. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all education and experience information relevant to the "Requirements for Admittance to the Examination" and "Scope" as shown on this announcement that will be useful to the staff doing the evaluation.

SCOPE**A. Knowledge:**

1. Extensive knowledge of accounting and auditing principles and procedures and applying them in the work performed to ensure accuracy and compliance with auditing standards.
2. Comprehensive knowledge of Business Law to understand and analyze contracts with auditees.
3. Comprehensive knowledge of principles and practices of organizational management to effectively review program activities.
4. Comprehensive knowledge of management techniques in the public and private sector to obtain a global understanding of the control environment of the audit entity.
5. Comprehensive knowledge of report writing techniques to effectively communicate audit findings.
6. General knowledge of methods of auditing through information technology systems to obtain and retain adequate and appropriate data in conducting audit, investigation, and/or review activities.
7. General knowledge of the business practices of department programs and auditees to address compliance requirements with laws, regulations, contracts, policies and procedures.
8. Comprehensive knowledge of auditing methods and techniques to interpret data, draw appropriate conclusions and make decisions when conducting audit activities (including review and/or investigation).
9. General knowledge of purpose, mission, and goals of the department and the work unit to ensure that the progress and completion of work assignments and tasks conform to the overall objectives of the department.
10. General knowledge of the departmental trends and philosophies to ensure that the progress and completion of work assignments and tasks conform to the overall objectives of the department.
11. Extensive knowledge of time management techniques to prioritize and complete work unit tasks and assignments for self and staff.
12. General knowledge of the state's contracting process, rules, and requirements to enter into contracts for our products and services from outside vendors or other State agencies.
13. General knowledge of software applications and equipment to prepare presentations, meeting agendas, and related documents.

B. Skill:

1. Extensive skill to effectively track and monitor budgeted hours and resources against approved budgetary allocations to ensure projects are completed timely.
 2. Comprehensive skill to identify and/or analyze problems and issues relating to the work unit programs, procedures, business processes, and/or policies of the work group to determine and implement effective courses of action.
 3. General skill to work cooperatively with internal and external stakeholders to maintain professional working relationships that benefit the mission of the department.
 4. Extensive skill to analyze facts and information related to a situation before drawing
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- conclusions in order to determine results and appropriate courses of action.
5. Extensive skill to communicate effectively with management, auditees and other stakeholders to convey relevant audit related information.
 6. Comprehensive skill to efficiently develop alternative work plans and strategies in response to changing priorities, problems, or setbacks to allow for the completion of projects and work assignments within desired timeframes.
 7. Basic skill to plan for the impact of politics and political decision-making on work unit operations to ensure the appropriate delivery of work unit products and services.
 8. Extensive skill to independently prepare reports, policies, procedures, and/or correspondence related to the documentation of audit activities (including reviews and/or investigations).
 9. Comprehensive skill to read and comprehend reports, memos, manuals, State and federal statutes, laws, proposed legislation, and regulations in order to interpret, explain, and apply.
 10. Extensive skill to perform mathematical calculations and/or statistical calculations to analyze and interpret data collected during the completion of audit review and/or investigation activities and/or to prepare various program and project reports and summaries.
 11. Skill to proficiently operate a personal computer in order to perform word processing, spreadsheet, and presentation development activities.
 12. Comprehensive skill to use standard office equipment and software to efficiently and effectively produce audit work papers.

C. Ability:

1. Advanced ability to gather and analyze relevant data to draw sound conclusions in the performance of assigned audit projects and tasks.
2. Qualified ability to prepare clear, complete and concise audit work papers and reports that comply with audit standards to present audit conclusions.
3. Capable ability to speak to a diverse audience to communicate audit issues and conclusions.
4. Competent ability to conduct internal and external financial, compliance, and operational audits to determine accountability and compliance with laws, rules and regulations.
5. Reliable ability to work independently and/or in a team environment to accomplish audit objectives.
6. Competent ability to learn and apply auditing principles and procedures to effectively and efficiently perform auditing duties.
7. Consistent ability to effectively manage time to maximize productivity during work hours.
8. Skilled ability to independently conduct interviews to obtain information that can be used to achieve the objectives of the audit.
9. Capable ability to effectively apply interpersonal skills to secure and maintain the respect and cooperation from all levels of staff.
10. Consistent ability to perform multiple tasks or work on multiple projects simultaneously, maintaining appropriate control and oversight of tasks/projects for timely completion.
11. Competent ability to be flexible in adapting to changes in priorities, work assignments, and other interruptions that may impact pre-established courses of action for completing or progressing with projects and assignments.
12. Reliable ability to take action and/or make commitments in a variety of situations under a variety of circumstances, even in uncertain situations or under certain circumstances to accomplish department, division, or work unit goals.

**SPECIAL
REQUIREMENTS**

Willingness to travel and work away from headquarters office individually and with a team.

CAREER CREDITS

Career credits do not apply.

**VETERANS'
PREFERENCE**

Veterans' Preference credits will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference credit.

**INQUIRES ABOUT
THIS
EXAMINATION**

All inquiries about this examination should be directed to Annette Roberts at (916) 419-7528.

GENERAL INFORMATION

THE CALIFORNIA DEPARTMENT OF AGING (CDA) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

EXAMINATION APPLICATIONS (STD. 678) are available at the local office of the California Department of Aging, the State Personnel Board, and on the Internet at <https://jobs.ca.gov/Profile/StateApplication>.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

INTERVIEW SCOPE: If an interview is conducted, the panel will evaluate candidate's responses to questions related to the scope described on this bulletin.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

PROMOTIONAL EXAMINATIONS ONLY: Veterans' Preference is not granted in promotional examinations. Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees (i.e., former CDA employees) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examination. These rules may be reviewed at the CDA's Human Resources Section or at the Information Counter of the CalHR.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement

The California Department of Aging does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. The ADA Coordinator for CDA, 1300 National Drive, Suite 200, Sacramento, CA 95834, has been designated to coordinate and carry out this department's compliance with the nondiscrimination requirements of Title II of the American with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, are available from the ADA Coordinator.